

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Warehouse Supervisor

Revision Date: 01/09
EEO Code: Service/Maint.
Status: Non-Exempt
Control No: 30560

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Operations Manager or Assistant Operations Manager, administers all warehouse operations for the Operations Division of the Public Utilities Department. Principally responsible for requisitioning, processing, receiving, and disbursing tools, parts, and maintenance materials using a computerized and/or manual inventory control system. Responsible for maintenance of heating and air conditioning systems, maintenance of building, and maintenance and upkeep of shop area.

III. Essential Duties:

- Administers and organizes all warehouse operations and activities. Issues materials to operations staff as needed. May recommend changes in existing warehouse procedures or policies.
- Responsible for the requisitioning, processing, receiving, storage, and redistribution of supplies, maintenance materials, and equipment. Prepares materials requisitions and purchase orders. Approves requests for materials, prepares various purchasing documents, and maintains inventory and distribution records.
- Works with other Public Utilities supervisors and determines minimum inventory requirements.
- Maintains a perpetual inventory of stock, determines reorder levels, and replenishes supplies as necessary. Assigns budget numbers to each item, verifies receipts, and approves and processes liquidation notices for payment.
- Participates in and is responsible for an annual physical inventory.
- In conjunction with department supervisors, maintenance personnel, and Purchasing Department, determines required specifications and locates potential sources for a wide variety of materials and equipment.
- Estimates cost of various supplies, materials, and equipment and provides input to management for the purpose of determining fiscal projections for budget preparation. Compiles data and prepares various reports regarding inventory control, pricing, and order status, etc. for distribution to appropriate management personnel.
- Communicates routinely, in person or by telephone, with product vendors, sales and manufacturer representatives, department managers, and maintenance personnel.
- Operates equipment which is likely to be used in standard warehouse operations (fork lift, front-end loader, etc.).
- Responsible for the maintenance and upkeep of the storage and equipment bays and heating and air conditioning systems.
- Works with department supervisors for coordination of maintenance and utilizes department maintenance crews to assist as needed.

IV. Marginal Duties:

- May be responsible to provide for the storage and disposal of hazardous materials.
- Performs other duties as required.

V. Qualifications:

Education & Experience: Requires three years warehouse operations experience, including inventory administration; relevant education may be substituted for experience on a year-for-year basis. Some previous experience in the operation of warehouse-related equipment (forklift, etc.) required.

Certificates/Licenses: Valid Utah Driver's License (or ability to obtain upon hire).

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Working knowledge of inventory control procedures and methods, standard purchasing and bookkeeping procedures and basic computer software and programs for tracking inventory; methods for storage and disposal of hazardous materials; OSHA and EPA Regulations; HVAC systems; building and equipment maintenance; correct English usage, spelling, vocabulary and arithmetic.

Responsibility for: Great responsibility for the care, condition, and use of mechanical materials, equipment, money, tools, etc.; keeping records associated with purchasing and inventory maintenance; and for making decisions that affect the activities of others.

Communication Skills: Ability to communicate effectively verbally and in writing; contacts with other employees and outside vendors, furnishing and obtaining information; contacts requiring tact and judgment to avoid friction.

Tool, Machine, Equipment Operation: Regular use of office equipment including computer, telephone, word processing and inventory software programs; use of hand tools, forklift and other warehouse and maintenance equipment.

Analytical Ability: Follow written and verbal instructions; prioritize daily tasks; organize parts and supplies; work independently; ability to use inventory control models and formulas to make projections and reconciliations; ability to negotiate effectively with business vendors.

VI. Working Conditions:

Physical Demands: Frequent bending, stooping, or crouching; moderate to heavy physical activity requiring moving and lifting of heavy objects above 75 lbs; intermittent sitting, walking, standing, and climbing; frequent handling of equipment, objects, or controls.

Work Environment: Moderate exposure to disagreeable elements such as heat, cold, dampness, noise, and fumes; may encounter potential occupational hazards due to exposure to chemical agents (thinners, paints, pesticides, oils, solvents, etc.) and biohazards (both treated and untreated sewage residues on tools and equipment); exposure to heights (ladders over 10 ft.); some exposure to stress as a result of human behavior and deadlines; may occasionally require unconventional working hours.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____